



Sabbatical Leave Policy

Policy Area: Governance

Approval: Chairperson, Board of Directors

Signature: *M. J. Smith* Date: 4/11/2020

1. RESPONSIBILITY AND ACCOUNTABILITY

Initial approval of policy and later amendments:	Board of Directors
Amendment of procedures consistent with the policy:	Executive Principal
Distribution of policy:	Executive Principal, Academic Principal
Implementation of policy:	Executive Principal, Academic Principal, Faculty, Board of Directors
Monitoring and compliance of policy:	Academic Council
Evaluation and recommendations for amendments:	Academic Council, Executive Principal, Academic Principal, Faculty

2. DESCRIPTION OF POLICY

Sabbatical leave affords members of the academic staff an opportunity to remain current in their field of scholarship and active in research, writing and conference participation.

The opportunity to apply for sabbatical leave is offered to academic staff after the completion of four years of employment at Sheridan on a 0.4 FTE basis or greater. The length of sabbatical leave will be one academic term (approximately four months). During this time, academic staff are to be free of their usual Sheridan lecturing and administrative responsibilities.

Typical activities to be undertaken during sabbatical leave could be:

- Research towards a formal academic qualification (such as a PhD)
- Attendance and participation at conferences
- Serving as a visiting lecturer at another institution, usually in another country - such participation being for the mutual enrichment of both the lecturer and the institution
- Building links with other universities and colleges
- Research, reading and writing
- Upskilling via attendance at short courses
- Networking
- Travel to broaden horizons and to investigate trends in other parts of the world

Though the sabbatical cycle is usually one academic term after four years, such timing is not automatic and application for sabbatical leave needs to be made at least a year in advance. The Academic and/or Executive Principal has the right to grant or decline sabbatical leave applications, though the applicant has the right to appeal to the Chair of the Board of Directors if he or she feels

the application has been unfairly handled. Sabbatical leave needs to be staggered to ensure no more than one (1) FTE staff member will be able to be on sabbatical leave during any one academic term.

In applying for sabbatical leave, staff members are to submit a proposal indicating their goals for the sabbatical period and the expected outcomes from the period. These outcomes should be tangible and measurable, and should relate to the work the staff member undertakes at Sheridan. The benefits of the proposal for both the staff member and Sheridan should be clearly outlined. The Academic and/or Executive Principal is to indicate his or her support or otherwise of the proposal to the Board of Directors. At the end of sabbatical leave, the staff member is to submit a full report to the Academic and/or Executive Principal, the Academic Council and the Board of Directors. This report is to indicate the extent to which the expected outcomes of sabbatical leave have been met.

During sabbatical leave, staff members will continue to be paid their usual salary. Funding for special projects and travel can be applied for from the annual professional development fund or Sheridan's research budget. It should also be noted that Sheridan Research Institute and Australian Baptist Education Inc. may also occasionally make grants to help fund highly targeted research projects, the findings of which are likely to be published in a refereed journal.

Sabbatical leave is not to be confused with annual leave. During the four months of sabbatical leave, the staff member will continue to accrue the usual annual leave that is due. Sabbatical leave is also not to be confused with Long Service Leave. While retaining the custom of speaking of "sabbatical leave" Sheridan recognises that this is *leave from usual responsibilities* to engage in an alternate but relevant form of *work* (ie, research, writing, conference participation, study).

As sabbatical leave is intended to benefit both the staff member and Sheridan, it is required that staff members commit to return to Sheridan for at least one year after their sabbatical leave has been completed, though the Academic and Executive Principal has the power to override this condition in exceptional circumstances (eg, unexpected illness requiring early retirement). In normal circumstances, sabbatical leave is not available immediately prior to retirement.

At the discretion of the Academic and/or Executive Principal, and if it is seen to be to the benefit of both the staff member and Sheridan, the Academic and/or Executive Principal can authorise shorter periods of sabbatical leave on a pro-rata basis (eg two months of sabbatical leave after two years, providing at least two-thirds of the usual teaching and administration load can be covered during the other two months of the academic term). It would be unusual for sabbatical leave to cross two academic terms, and normally it would run according to the academic calendar.

In devising this policy, it is recognised that it is not possible to anticipate all possible exceptions and deviations from this policy. The guiding principle to follow where ambiguity is present is: Sabbatical leave is provided so that *both* the staff member and Sheridan can benefit from the staff member being released from their usual academic and administrative duties to engage in a concentrated period of research, writing, study and investigation.

3. APPENDIX: DOCUMENT HISTORY AND VERSION CONTROL RECORD

Document Title: Sabbatical Leave Policy

Source Documents: *Adapted with permission from:*
Vose Seminary Sabbatical Leave Policy

Associated Internal Documents: Governance Manual

Associated External Documents

Authorised Officer: Chairperson, Board of Directors

Approved by: Mr Michael Smith

Date of Approval: 11 November 2020

Next Review Before: Nov 2023

Version Number	Version Date	Authorised Officer	Amendment Details
0.01	30 May 2011	N/A	Draft prepared for Sheridan College and Vose College of Higher Education
0.02	29 Jan 2013	N/A	Revised by Sheridan College Board subcommittee for Sheridan College Board of Directors
1.00	02 Mar 2013	Chairperson, Board of Directors	Submitted to TEQSA for Sheridan College HEP registration: Attachment 7.2e Sabbatical Leave Policy
1.01	16 Dec 2013	Chairperson, Board of Directors	Change to version control box
1.02	24 Aug 2020	Chairperson, Board of Directors	Replace Sheridan College with Sheridan Institute of Higher Education, updating Semester with Trimester
2.02	4 Nov 2020	Chairperson, Board of Directors	Additional updates to policy based on Board recommendations at October 2020 meeting